

# Tennessee Early Childhood Program Administrator Credential (TECPAC)

## Q & A

Levels	To Enter the Academy...			To Complete the Academy...		Credential Renewal
	Education	Experience	Early Childhood Coursework	Administration/ Management Coursework	Application Requirements	
<b>Provisional</b>	High School Diploma or GED	Minimum one (1) year in the current position as a Program Administrator in a DHS licensed agency	Earn a grade of 'C' or above in the following: ECED 2010, ECED 2015, ECED 2040, ECED 2130*	Completed or is enrolled in six (6) semester credit-bearing hours of coursework in the areas of Administration, Leadership, an Intro Computer course or Business Management course or their articulated equivalents	Will have documentation of a minimum of two (2) years as a program administrator in an Early Childhood setting	Renewal every three (3) years
<b>Standard</b>	Associate's Degree (Two-year Degree)	Minimum two (2) years in the current position as a Program Administrator in a DHS licensed agency  Two (2) years of experience as an Administrator in a DHS licensed program	At least 30 credit-bearing hours of specialized college-level coursework in Early Childhood Education or Child Development*	Completed or is enrolled in nine (9) semester credit-bearing hours of coursework in the areas of Administration, Leadership, an Intro Computer course or Business Management course or their articulated equivalents	Will have documentation of a minimum of three (3) years as a program administrator in an Early Childhood setting	Renewal every three (3) years
<b>Advanced</b>	Bachelor's Degree (Four-year Degree)		At least 11-12 credit-bearing hours of specialized college-level coursework in Early Childhood Education, Child Development, or Early Childhood Special Education*	Completed or is enrolled in nine (9) semester credit-bearing hours of specialized college-level coursework in the areas of Administration, Leadership, and/or Management		Renewal every five (5) years
<b>Master</b>	Master's Degree (Graduate-level Degree)	At least 11-12 credit-bearing hours of specialized college-level coursework in Early Childhood Education, Child Development, Elementary Education, or Early Childhood Special Education*				

\* THEC Approved/Accredited Institution or equivalent content

Earning the Credential will usually take 6 to 12 months. It will only cost you a commitment of time and energy. Tuition expenses and advisement are paid through the Tennessee Early Childhood Training Alliance.

To get started:

1. Complete the Initial Application at the TECTA Office nearest you.
2. Work with TECTA Staff to create your Professional Development Plan.
3. Complete a Candidate Profile, outlining your goals and course schedule.
4. Apply to the Administrator Academy.

**What is the Tennessee Early Childhood Program Administrator Credential?**

The Tennessee Early Childhood Program Administrator Credential, or TECPAC, is the recognition awarded to early childhood administrators who have demonstrated the specific competencies for effective leadership and management through academics, experience, and a portfolio assessment.

**Why does Tennessee need a state issued Administrator Credential?**

State leadership at the Department of Human Services acknowledges the well-documented relationship between overall administrative practices and quality outcomes for children and families. The state credential provides another level of recognition as part of the quality rating system.

**Will the Administrator Credential help me earn national accreditation?**

Yes. Early Childhood program administrators who have earned a state issued Administrator Credential, have multiple years of experience, and at minimum an Associate's Degree will be able to meet the alternate pathway required for NAEYC accreditation standards.